



SPB-CLASS/COMP ANALYST IV

CHARACTERISTICS OF WORK:

This is proficiency level IV in the classification/manpower analyst series. An employee in this class functions very independently in performing a variety of complex and difficult classification and manpower duties. This work involves: evaluating position action requests; conducting position audits; applying the whole-job compensation techniques in grading classes; conducting complex classification studies; preparing cost projections; and writing class specifications. Duties also involve providing advice and recommendations to other state agencies regarding classification and manpower matters. Typically, incumbents are expected to exhibit increasing amounts of specialized knowledge, judgement and project management skills. Supervision may be exercised over employees and general supervision is received from an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Three (3) years of experience position classification, position management, and/or salary determination.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Four (4) years of experience in work related to the described duties, three (3) years of which must have been in position classification, position management, and/or salary determination.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Eight (8) years of experience in work related to the above-described duties, three (3) years of which must have been in position classification, position management, and/or salary determination.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of experience in position classification, position experience, and/or salary determination.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of the job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate

information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Functional Knowledge: Possesses the specific knowledge and technical abilities to succeed in the specified position.

Possesses the knowledge of SPB procedures, policies, and applicable statutory requirements. Possesses the knowledge of SPAHRS and correct classification specification format. Interprets, applies, and enforces a variety of personnel rules and regulations; assists in analyzing policies, procedures, organizations, and operations and making recommendations for improvements.

Situation Analysis: The ability to evaluate characteristics of each situation and use appropriate tactics to achieve results.

Research and analyze requests using whatever means are available and within reason to determine what recommendation will utilize the agency's positions to their most effective use. Performs professional staff analytical duties related to updating and maintaining the classification plan including conducting classification studies, analyzing class concepts, conducting position audits, and evaluating position action requests.

Organizational Ability: The ability and willingness to organize and utilize resources to achieve results.

Conducts wage and salary surveys including developing questionnaires, analyzing classification and pay relationships, collecting, compiling, and summarizing salary data relating to specific classes. Organizes resources in an effective manner needed to provide services to agency personnel directors and directors. Recognizes current and potential crisis situations and uses flexibility, creativity, and common sense to reach a workable solution.

Workflow Management: The ability and willingness to perform work within defined specifications and time lines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet compliance deadlines.

Problem Solving/Decision Making: The ability and willingness to work with people and to identify and solve problems in order to effectively and efficiently complete assigned tasks.

Makes regular contact with persons in other department, divisions, or outside organizations to resolve classification/compensation issues and problems, furnish or obtain information, and explain personnel procedures and regulations.

Support Services: The ability and willingness to assist others by organizing, coordinating, and preparing information and services.

Assists agencies in Fiscal Year implementation procedures. Coordinates with representatives of assigned agencies regarding necessary abolishments, establishments, reallocations, and realignment necessary to fulfill the intent of the Legislation. Makes regular contact with persons in other department, divisions, or outside organizations to resolve classification/compensation issues and problems, furnish or obtain information, and explain personnel procedures and regulations.

Analytical Thinking: The effective use of knowledge and logic to address issues critical to the accomplishment of the job.

Independently performs complex and difficult staff analytical duties related to updating and maintaining the classification plan, including: conducting classification studies; analyzing class concepts; conducting position audits; and evaluating position action requests. Analyzes Agency Personnel Services Budget Requests and makes recommendations to the State Personnel Board.

Communication: Shares information in writing or verbally.

Concise and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, management, vendors and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other state's agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Presents facts, financial documentation, or other information in written and/or oral form. Presents oral and written reports containing findings and recommendations to the State Personnel Board; implements solutions.

Planning: The ability and willingness to assess current needs, identify future needs, and prepare plans for acquiring necessary resources to meet the mission, goals, and objectives of the agency as it relates to the specific job.

Exhibits strong knowledge and understanding of SPB's mission and identifies and locates sufficient resources to meet the goals and objectives for a particular agency.

Staff Development: The ability and willingness to take an active role in advising and guiding staff in the performance of work and career progression.

Uses specialized knowledge, judgment, and project management skills to assist other staff in the conducting classification and compensation studies

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to one's level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs complex, analytical duties and reviews/surveys fiscal information.
2. Interprets and applies policies and procedures to ensure compliance.
3. Maintains communication with other departments and divisions.
4. Makes oral presentations to the five member State Personnel Board.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Independently performs complex and difficult staff analytical duties related to updating and maintaining the classification plan, including: conducting classification studies; analyzing class concepts; conducting position audits; and evaluating position action requests.

Interprets, applies, and enforces a variety of personnel rules and regulations; may participate in studying policies, procedures, organizations, and operations and making recommendations for improvements in economy, efficiency, and quality in these areas.

Makes regular contact with persons in other department, divisions, or outside organizations to resolve classification/compensation issues and problems, furnish or obtain information, and explain personnel procedures and regulations.

Prepares, checks, and reviews important detailed and complex personnel and related records and reports such as: cost projection reports; demographic information class specifications; and memoranda and correspondence related to classification/compensation policies, procedures, and issues.

Presents oral and written reports containing findings and recommendations to the State Personnel Board;

implements solutions.

Analyzes Agency Personnel Services Budget Requests and makes recommendations to the State Personnel Board.

Audits organizational and functional charts.

Independently performs cost analysis.

Conducts wage and salary surveys including developing questionnaires; analyzing classification and pay relationships; collecting, compiling, and summarizing salary data relating to specific classes or groups of classes. Makes recommendations on salary range allocations.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.